



2022 Sunset Music Series: Juneteenth Jubilee

Vendor Application Form

June 18, 2022 – Old Town Leander

4:00pm – 8:00pm

Applicant/Organization Name: _____

Contact Person: _____ DOB: _____

Cell Phone: _____ Email Address: _____

Mailing Address: _____ City, State, Zip: _____

Organization Type: ☐ Private Business ☐ Non-Profit Service Organization*

* Please provide 501(c)(3) certification or certification of non-profit status.

* If you are a Non-Profit Service Organization identify who receives your proceeds?

Please list items to be sold and prices: _____

Will you be using a generator: ☐ Yes ☐ No

Food Vendors Only:

Will you be using a grill or stove? ☐ Yes ☐ No

Will you be utilizing a Food Truck or Trailer? ☐ Yes ☐ No

Do you have a Temporary Food Establishment Permit for this event? ☐ Yes ☐ No

If yes, list the permit number _____

If no, please contact The Leander Parks and Recreation Department by June 10th at 5pm to provide us with your permit number.

Vendor Fees:

Food Vendors \$30.00

Craft Vendors \$30.00

Once the vendor application has been received, an online account will be created for the vendor to track and pay vendor fees. Parks and Recreation staff will send the applicant their username and initial password information via email. Accounts can be accessed by visiting LeanderTX.gov/fun.

VENDING RULES

The Sunset Music Series: Juneteenth Jubilee is on Saturday, June 18th from 4:00pm – 8:00pm.
Vendors will be able to set up from 1:00pm – 3:30pm.

1. The City reserves the right to accept or reject any applicant.
2. City Park Rules & Regulations will be enforced and vendor approval will be considered a permitted activity.
3. Glass containers are prohibited.
4. All vendors must complete application, pay applicable fees and gain approval prior to June 10th, 2022 at 5pm.
5. Vendors must identify specific items and products to be sold. Once the vendor's application is approved the vendor must agree to limit sales to only approved items.
6. All vendors using grills, stoves, or generators will be required to have a fire extinguisher (minimum of 5lb ABC extinguisher) for the duration of the event, and will be subject to inspection by the Fire Marshal.
7. Vendors requiring electricity will be required to furnish their own generators, upon approval by the City. Optimally, generators should be quiet generators.
8. Food Handlers Permit:
 - a. All food vendors must complete the Temporary Food Establishment Application with the Williamson County and Cities Health Department. It is the responsibility of the vendor to contact the Health Department. The City of Leander has no involvement with this permit being issued.
 - b. Food vendors that have not obtained their permit prior to the event will not be allowed to sell food at the event and no refund will be made.
9. For questions regarding the Temporary Food Establishment Application please contact Williamson County and Cities Health Department.
10. The City agrees to provide a suitable space for approved vendors. Vendors agree to provide all necessary supplies and materials for their space, including tents, tables, and chairs as desired.
11. Applications can be submitted in any of the following ways:

In Person	Mail	Email
11880 Hero Way West	City of Leander PARD	breynolds@leandertx.gov
Leander, Texas 78641	PO Box 319	
M – F, 8a–12p, 1p–5p	Leander, Texas 78646	
12. The vendor application deadline is June 10, 2022 at 5pm. No applications will be accepted after this time and any cancellations must be made before this time.
13. "No-show" vendors will not be refunded. Vendor fee refunds will be issued only if deemed necessary by the City of Leander to cancel the event.

If you have questions or concerns, please contact
Blake Reynolds at breynolds@leandertx.gov.

The undersigned hereby understands and agrees to provide vending services according to the rules stated above and that failure to comply will result in removal and disqualification for future event vending opportunities.

Applicant Signature: _____ Date: _____

For Office Use Only:

App. Received: _____ Payment Received: _____ App. Processed: _____